



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HORSE PARK EQUINE OPERATIONS SECT SUPV

Job Number: 20000554

Job Code: 15360V000101

Job Group: 1500 - PARKS AND RECREATION

Job Established: 04/01/1986

Job Revised: 05/16/2008

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Responsible for the administration and coordination of all programs and activities of a major equine section at the Kentucky Horse Park. Supervises and trains employees involved in equine operations; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have six years of experience dealing with horses, of which two years must be involved in horse farm management.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional related training or college will substitute for the required general experience on a year-for-year basis not to exceed four years.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares horses and vehicles for use on horse drawn tours. Supervises employees in the equine operations at the Horse Park. Develops and enforces procedures for the section and participates in recommending policy changes relating to the area involved. Trains employees in such areas as correct procedures in dealing with the public, proper handling of horses, proper care and maintenance of equipment, reviewing scripts and music utilized in presentations for accuracy and authenticity, etc. Assists veterinarian in treatment and restraint of horses. Medicates livestock as directed by veterinarian. Solicits quality livestock from private owners for use at the Park. Trains and breaks horses as needed. Responsible for various records and reports as relates to the section including but not limited to health records of livestock, personnel records, blacksmith reports, activity and program schedules and purchase requisitions for supplies and equipment. Contacts horse breeders, private owners, various organizations and institutes dealing with horses, and general public to explain policies and regulations of Kentucky Horse Park and to recommend resolution of any problems.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a state park setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.